

**FILED**  
**RETURN TO** 4-1  
**RECORDS MANAGEMENT DIVISION**

MEMORANDUM FOR THE RECORD:

15 November 1954

SUBJECT: Logistics Office Reports Management Program

25X1A9a  
1. Discussed the proposed program today with [REDACTED] Acting Chief, LO Administrative Staff. As an incentive to promote the program I offered almost full-time assistance from our staff. [REDACTED] stated that the Chief, Administrative Staff will be on leave until 29 November. Although our offer of assistance makes possible launching the program, such action will have to await his return.

2. Further discussion reaffirmed my belief that, to be successful, reports management must be sold from the top downward. Logistics Office is a case in point. The Chief of Logistics recognizes the value of reports management and desires a program. However, he is reluctant to launch one until the DD/A has issued a policy statement as to whether reports management will be applied throughout the DD/A area, and if so, whether it will be administered at the DD/A level or at Office levels. In short, the Chief of Logistics does not wish to expend a lot of manpower on a program which later may not fit in with the DD/A's plans.

3. Again--the need arises for [REDACTED] to take this matter up at an early DD/A staff meeting. 25X1A9a

[REDACTED]  
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